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Structure of Secretariat in the SED
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1. In an SED Bezirk Directorate the basic principle is that of collective responsibility. However, the individual members of the Secretariat have the following additional duties:

a. The first secretary is responsible for the proper functioning of the administrative organs of the state, for the Party press and possibly for the Party Information Section of the LOPM Department. He furthermore acts as chairman for the daily information and press sessions based upon the daily information bulletins of the SED Central Committee. Since he is responsible for liaison to the state apparatus, he also coordinates the work of the State Organs Department of the Bezirk Directorate, the head of which is directly responsible to him.

b. The second secretary directs the work of the LOPM Department of the Bezirk Directorate, although the Secretariat acting as a collective body is responsible for all cadre matters.

c. The duties of the other secretaries of the Bezirk Directorate are indicated by their titles: agriculture, Agitprop, economy, culture, and education.

d. The chairman of the Bezirk Party Control Commission participates in all Secretariat sessions. Cadre matters always form the first order of business on the agenda of each session. These matters are settled in the presence of and with the assistance of the cadre Referent of each department. All department heads are eligible to participate in the second part of the Secretariat session.

e. The technical matters having to do with the calling of meetings, the setting up of the agenda, the notification of the participants, etc., are handled by the Office of the Secretariat. This office is purely a technical one and has no political duties. In Bezirk Directorate Rostock the Office of the Secretariat is run by Lia Ihms, wife of the chauffeur of Karl Mewis, age about 22, harmless, and coming from a similar position in the SED Land Directorate Mecklenburg. She is a trained office worker but is considered to be a political Mitarbeiterin.

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f. The LOPM Department of the SED Bezirk Directorate is composed of the following Sections: Cadre Registration, FDGB, Youth Work, Women, Friendly Organizations (including bourgeois parties) and Party Information.

g. The Cadre Registration Section is charged with the keeping of the developmental files on Party members. The following functionary groups come under the nomenclature system at the Bezirk level:

- 1) All political co-workers in the Kreis Directorates.
- 2) All co-workers of the Bezirk Directorate excluding Secretaries and similar elected Directorate members. These latter are under the nomenclature of the SED Central Committee.
- 3) The leading administrative functionaries in the Kreis and communities who have been placed in their functions by the Party.
- 4) Leading functionaries in economy and in trade on the Bezirk level or in the major plants (Schwerpunktbetriebe) insofar as these do not come under the Central Committee nomenclature.
- 5) Legal functionaries.
- 6) Vopo functionaries.

h. The SSD and the KVP are not under the control of the SED Bezirk Directorate and are responsible solely to their own superiors. Party control in personnel matters is exercised exclusively by the SED Central Committee. However, in the case of the Vopo, direction and personal control are exercised via the State Organs Department and the responsible cadre Referenten of the SED Bezirk Directorate. (The Commander of the Vopo in Bezirk Rostock, Ludwig (fnu) (SED), formerly Chief of the Rural Police in Land Mecklenburg, is a member of the elected SED Bezirk Directorate.)

i. Cadre matters in all other instances are never exclusively questions to be dealt with by the LOPM Department, but are the responsibility of the entire Secretariat. The predominant responsibility of the LOPM Department lies not in the selection of personnel but in the guidance and direction of personnel previously selected and placed in positions in the SED itself or in the mass organizations. The assignment of Org instructors, however, is generally within the province of the Head of the LOPM Department; in particularly important cases, as, for example, in the examination of a complete Kreis Directorate, the Bezirk Secretariat decides which instructors are to be assigned and what their field of responsibility will be.

j. The elected Bezirk Directorate consists of between 60 and 70 members and approximately 20 candidates. With the next election the number is to be reduced to a total of 70 members, 25% of which are to be candidates. This body is supposed, under the charter, to meet every eight weeks. It plays no operational role.

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